

# OCCUPANT EMERGENCY, LOCATION SECURITY, and CONTINUITY OF OPERATIONS PLAN

for

Stuttgart\Pine Bluff Locations (SNARC\DBNRRC\ASRU)  
U.S. Department of Agriculture  
Agricultural Research Service

## I. INTRODUCTION

- A. This plan establishes the procedures, responsibilities, and actions to be taken for the protection of facilities and employees of the United States Department of agriculture, Agricultural Research Service, Stuttgart/Pine Bluff Location (SPBL), which consists of the Aquaculture Systems Research Unit (ASRU, 1200 N. University Dr., Mail Stop 4912, Pine Bluff, AR 71601), the Dale Bumpers National Rice Research Center (DB NRRC, 2890 Hwy 130 E., P.O. Box 1090, Stuttgart, AR 72160) and the Harry K. Dupree Stuttgart National Aquaculture Research Center (HKD SNARC, 2955 Hwy 130 E., P.O. Box 1050, Stuttgart, AR 72160). This plan describes procedures to enact in the case of various emergencies. This plan also describes the Center's security apparatus and protocols. This plan does not include issues related to internet and computer security, which are covered in the General Support System Program.
- B. The general intent of this plan is to:
  - 1. Comply with 101 Code of Federal Regulations 20, *Management of Buildings and Grounds*, and REE Policy & Procedure 240.3, *Physical Protection, Security, and Conduct while on REE Facilities*.
  - 2. Provide general guidance for emergencies that may arise during normal day-to-day operations, as well as emergencies arising from civil disorders, bomb threats, fires, explosions, natural disasters, and enemy attack.
- C. This plan recognizes that there may be occasions when circumstances dictate actions other than those set forth. Reasonable, common sense deviations that fulfill the basic purpose are authorized.
- D. This plan also recognizes that employees injured in natural or man-made emergencies are free, under the Office of Workers' Compensation Program, to select any doctor, clinic, or hospital for treatment. If the injured employee is unconscious or otherwise unable to make a designation, they shall be taken to the nearest hospital or emergency clinic.

## II. DEFINITIONS

- A. Activity Heads: Includes the Location Coordinator (LC) & Research Leaders (RLs).
- B. Area Administrative Officer (AAO): The Southern Plains Area official charged with coordinating emergency actions at the Area level.
- C. Collateral Duty Safety Officer (CDSO): Location-level source of safety, health, and environmental support.
- D. Designated Official (DO): The Location official charged with:

1. Establishing relations with federal, state, and local agencies that might respond to an emergency at the Location.
2. Coordinating and monitoring pre-planning actions.
3. Acting as officer-in-charge during emergency situations.

The LC, in consultation with Activity Heads, will designate at least one Alternate DO to act in the DO's absence.

- E. Emergency Assembly Point (EAP): A designated location near each Location facility where personnel will gather during building evacuations.
- F. Emergency Operations Center (EOC): A designated location, headed by the DO, which is the single control point for Location activities during emergency situations. An alternate Location EOC will be identified and used in the event the primary EOC becomes unusable.
- G. Facility: Individual buildings and other structures used by the Location personnel in support of Location operations. All facilities are owned by the Federal Government.
- H. Facility Monitor (FM): A specific individual placed in charge of, and responsible for, a specific Location facility.
- I. Tornado Gathering Area: A designated storm cellar, room, or area in or near each building, where personnel should usually gather in event of tornado. Depending on the erratic nature of tornadoes, personnel may make on-the-spot decisions to gather in a different area.

### **III. ASSUMPTIONS (The following general assumptions are made)**

- A. The safety of Location personnel is paramount.
- B. Location personnel will perform their duties, and will respond to emergency situations in a logical, reasonable manner consistent with what would be expected of any reasonable private company employee, private citizen, or good neighbor.
- C. Location personnel are not trained, nor do they have experience in law enforcement techniques, crowd control, fighting major fires, or civil defense.
- D. Location personnel are not to be armed, or placed in a life-endangering situation.
- E. Area law enforcement agencies are available in sufficient strength, and with the experience, training, and organization necessary to properly handle civil disorder, bomb threats, major and minor crimes, investigations, and other law enforcement matters.
- F. Area fire departments are available in sufficient strength, and with the experience, training, and organization necessary to properly handle fires, explosions, natural and man-made disasters of limited scope, bomb threats, and other matters falling within their jurisdiction.
- G. Local Civil Defense organizations are available in sufficient strength, and with the experience, training, and organization necessary to handle natural and man-made disasters of limited scope, and other Civil Defense matters.

- H. The Governor of Arkansas will mobilize the National Guard to handle and to police major natural and man-made disaster areas. However, there may be a short time period between the occurrence of the disaster and the arrival of the National Guard.
- I. Natural and man-made disasters (tornados, hurricanes, enemy attack, etc.) may be of such magnitude that local agencies cannot cover all protection requirements. Location personnel may be required to provide protection services (observers, fire watch, etc.) for a short period of time following such a disaster.
- J. Phone numbers of police, fire, ambulance, and other emergency services are listed in Appendixes 1.2(DB NRRC), 1.4 (SNARC), 1.6 (ASRU).

**IV. DESIGNATIONS (Personnel or locations with specific roles in this plan)**

<b>Name/Location</b>	<b>Designation</b>
Don Freeman, Location Coordinator, SNARC	Designated Official
Anna McClung, Center Director, DB NRRC	1 <sup>st</sup> Alternate Designated Official
Bart Green, RL, ASRU	2 <sup>nd</sup> Alternate Designated Official (if necessary)
DB NRRC	Location Emergency Operations Center
HKD SNARC	Alternate Location Emergency Operations Center
Pending Appointment-Southern Plains Area Office 1001 Holleman Drive East College Station, TX 77840 979-260-9343	Southern Plains Area Administrative Officer, Southern Plains Area Emergency Operations Center

**Appendix 1.1**

**V. PREPLANNING ACTIONS (The following actions will be initiated upon receipt of this plan and maintained or updated as necessary)**

- A. The DO, Alternate DO, and Activity Heads will maintain a listing of the names and home phone numbers of personnel assigned to the activity. This listing will be used in notifying personnel of emergency and other important information. The listing will be updated at least once annually, and a copy will be forwarded to the Location activity heads and the AAO.
- B. The Location LC/RL, after consultation with the Research Leaders and the CDSO, will appoint specific individuals, and alternates, to be responsible for each Location facility. The primary individual appointed should be the person who is usually in charge of the facility during day-to-day operations; however, if this is not possible, another responsible individual may be appointed. These individuals will be designated as "Facility Monitors" and will be responsible for the protection and security of the Location facility assigned as well as the safety of the individuals working therein. A listing of designated Facility Monitors and their alternates will be updated at least annually, and copies will be forwarded to Location activity heads and to the AAO. The Facility Monitors are listed in Appendixes 1.3 (DB NRRC), 1.5 (SNARC), 1.7 (ASRU).

- C. Facility Monitors will insure that all individuals working within their area are familiar with the physical layout of the facility, the Location of fire alarms and fire extinguishers, escape routes, storm shelter locations, unsafe areas, etc.
- D. The DO, after consultation with the Facility Monitors, will designate an Emergency Assembly Point reasonably far away from their facilities for use during building evacuations, and will insure that all personnel are aware of these locations.
- E. The name and phone number of the Facility Monitor/Alternate and the Location of the Emergency Assembly Point will be posted at entrances.
- F. The DO will insure that all assigned personnel are familiar with the operation and use of fire alarms and available fire extinguishers.
- G. The DO, after consultation with Facility Monitors, will devise and place in effect procedures for the day-to-day protection of the facility. These procedures do not necessarily have to be in writing; however, Facility Monitors are responsible for the day to day protection of facilities under their supervision.

## **VI. INFORMATION SOURCES**

- A. Warnings on civil disorders may be received from local law enforcement agencies, University officials, public officials, or private citizens. Bomb threats may be received from any source by a Location employee. Enemy attacks and tornado warnings may be received via the Civil Defense warning system, public internet, television, or radio. Fire warnings are signaled by ringing of the fire alarm or by word of mouth. The Location CDSO will keep the AAO informed, as appropriate, of significant actions which affect facility or personnel protection.

## **VII. NORMAL OPERATIONS**

- A. The CDSO, working with Facility Monitors, has devised and placed in effect procedures to insure that all Location facilities are under reasonable protection procedures during normal day-to-day operations, after hours, and on weekends/holidays.
- B. These procedures include locking of buildings, securing vehicles and equipment, eliminating fire/safety hazards, and insuring that emergency equipment/exits are available and in working order.
- C. Individuals working within the facility are aware of and complying with appropriate procedures.

## **VIII. FIRES/EXPLOSIONS**

- A. Assumptions
  - 1. Location personnel are not trained in firefighting and are not expected to fight anything but the smallest of fires, other than to allow escape of themselves and other individuals.
  - 2. Fire extinguishers are available, charged, and in working order.
  - 3. Emergency exits are available, not blocked, and in working order.

4. All personnel are familiar with the operation of fire alarms and the use of fire extinguishers.
5. One or more Emergency Assembly Points have been designated, and all personnel are aware of these locations.
6. All personnel are aware of the emergency phone number (911) to be used to call the Fire Department.
7. Fires or explosions during non-duty hours may be discovered by anyone. The individual discovering the fire will contact the Fire Department and notify one or more Activity Heads and/or the CDSO.

B. Actions

1. Upon discovery of a fire or occurrence of an explosion, the individual(s) nearest the scene will:
  - a. Set off the fire alarm. In the event the fire alarm does not work, alert the facility personnel by word of mouth.
  - b. Call the Fire Department and report the situation, giving the address of the facility, directions on how to get there, the size of the fire, and the type of fire (electrical, chemical, etc.) if known. If possible, stay on the line until the Fire Department Dispatcher confirms the information given and releases the caller.
  - c. Evacuate any injured personnel from the danger area and provide first aid if necessary.
  - d. Assure that one or more Location Activity Heads and the CDSO are notified as soon as possible.
  - e. If reasonable, use available fire extinguishers and attempt to control any fires until the Fire Department arrives.
  - f. Upon arrival of the Fire Department, or when it is no longer reasonable to continue attempts to control the fire, depart the facility and proceed to the Emergency Assembly Point.
2. When alerted of a fire or explosion by fire alarm or word of mouth, the Facility Monitor will:
  - a. Designate two other individuals to accompany him or her to investigate.
  - b. Confirm that the Fire Department has been contacted.
  - c. Insure that injured personnel have been evacuated from the danger area and given first aid if necessary.
  - d. Dispatch one individual to direct Fire Department personnel to the scene.

- e. Assign the second individual to assist in controlling any fires, providing assistance to the injured, etc., as appropriate.
  - f. When best efforts to do items A thru E are complete, depart the facility and proceed to the Emergency Assembly Point. Conduct a head count of personnel assembled at the Emergency Assembly Point and assign individuals to emergency duties as necessary.
  - g. Contact Location management and the Southern Plains Area Office to report the situation.
  - h. Contact the AAO and report the situation.
  - i. Assist Fire Department personnel as necessary.
3. When alerted to a fire or explosion by fire alarm or word of mouth, all personnel not involved in essential emergency actions will:
- a. Evacuate the facility. Refer to the following Appendixes for information:
    - Appendix 1.10 Emergency Exit Information
      - 1.10a DB NRRC
      - 1.10b SNARC – Bldg. 1
      - 1.10c SNARC – Bldg. 1A
      - 1.10d SNARC – Bldg. 2
      - 1.10e ASRU – SJParker
      - 1.10f ASRU - Lab Trailer
    - Appendix 1.11 Building Information Sheets
      - 1.11a DB NRRC
      - 1.11b SNARC
      - 1.11c ASRU
  - b. Proceed to the Emergency Assembly Point. Refer to the following Appendixes for information:
    - Appendix 1.3 (DB NRRC)
    - Appendix 1.5 (SNARC)
    - Appendix 1.7 (ASRU)
  - c. Participate in a head count and attempt to identify personnel who may still be in the facility.
  - d. Stand by at the Emergency Assembly Point for further instructions.

## **IX. BOMB THREATS**

### **A. Assumptions:**

- 1. Bomb threats may be received from any source by any Location employee and may involve any Location facility.

2. One or more Emergency Assembly Points have been established at the Location and all personnel are aware of these locations.
3. Local law enforcement agencies and fire departments are available.

B. Actions:

1. The individual who receives a telephone bomb threat is a critical participant in the situation. He/she is often the only person who has contact with the caller. The police will rely heavily on this individual to provide them with information necessary to apprehend the criminal. Calmness and presence of mind are called for in all actions. The person receiving the call should:
  - a. Not panic.
  - b. Refer to Appendix 1.9 Bomb Threat Checklist for questions to ask the caller and other important information.
  - c. While keeping the caller on the line, attract the attention of a coworker, have the coworker alert the police and the affected facility.
  - d. Attempt to keep the caller on the line as long as possible. Keep the caller talking. Note any peculiarities of voice. Attempt to determine the Location of the bomb, type, etc. Pay attention to background noises which could indicate the Location of the caller.
  - e. When the caller hangs up, make sure the police, one or more of the Location Activity Heads and/or the CDSO have been alerted.
  - f. Alerted Activity Heads or the CDSO will in turn immediately alert all Location personnel.
  - g. Personnel located in the affected facility should proceed to the Emergency Assembly Point.
  - h. Follow police instructions and provide assistance as necessary.
2. When alerted of a bomb threat, all personnel not directly involved in emergency actions will:
  - a. Evacuate the facility in an orderly manner, quickly scanning their workspace for suspicious packages, and proceed to the Emergency Assembly Point
    - Appendix 1.3 (DB NRRC)
    - Appendix 1.5 (SNARC)
    - Appendix 1.7 (ASRU)
  - b. Count all assembled personnel and attempt to identify any personnel remaining in the facility.

- c. Advise police if suspicious packages were noted during the evacuation.
- d. Remain at the Emergency Assembly Point for further instructions.

## **X. CIVIL DISORDER**

### **A. Assumptions:**

- 1. Groups of people in varying numbers may create demonstrations to disrupt the conduct of Government business by employing sit-in tactics, by damaging premises, or by mistreating personnel.
- 2. Local law enforcement agencies are available in sufficient strength, and with the experience, training, and organization necessary to properly handle civil disorder. .

### **B. Actions:**

- 1. Immediately upon determination that an act of civil disorder is underway, the Facility Monitor of the affected facility will notify one or more of the Location Activity Heads and/or the CDSO. The Southern Plains Area Office will in turn be notified.
- 2. The DO or one or more of the Activity Heads will proceed to the area, take charge if necessary, assess the situation, and notify all appropriate personnel. If law enforcement personnel are required, the appropriate enforcement agency will be notified. Upon their arrival, DO or Activity Heads will brief the officers on the situation, follow directions on procedures, and act as liaison between the officers and Location personnel.

## **XI. DEMONSTRATIONS**

### **A. Politically motivated groups may attempt to demonstrate at any one of the Centers, illegally gaining entrance or attempting to shut down operations by preventing employees from entering one of the buildings. Every effort should be made to minimize disruptions and carry on normal activities.**

- 1. Avoid confrontations. At all cost avoid contact and confrontation with the demonstrators. Oftentimes, such altercations are the main purpose of the demonstration, especially if the news media is on the scene recording the event.
- 2. Seek unobstructed entrances.
- 3. Present your USDA ID badge. Be ready to present your USDA identification badge to USDA officials or law enforcement officers.
- 4. Call for instructions. If you are unable to gain entrance to your building, seek a location away from the demonstration site to call your office and obtain instructions.



5. Follow all instructions of law enforcement personnel and USDA officials.

## **XII. SEVERE WEATHER**

- A. In the event of severe weather (hail, lightning storms, high winds etc.) during working hours while employees are in the building, the DO and the OEC will alert employees by speaker announcement, email, or phone calls. The appropriate personnel will secure outdoor objects and protect windows and doors.
- B. If severe weather includes high winds, employees should stay away from large windows. If required, employees will be instructed to go to the safe areas listed in Appendix 1.3 (DB NRRC), Appendix 1.5 (SNARC), Appendix 1.7 (ASRU)

## **XIII. NATURAL AND MAN-MADE DISASTERS**

### **A. Assumptions:**

1. Natural or man-made disasters may occur at any place and at any time.
2. There may or may not be a warning.
3. The disaster may be of such magnitude that local disaster response agencies cannot cover all protection requirements. Location personnel may be required to provide protection services for a short period following such a disaster.
4. Location personnel will perform such duties and respond to emergency situations in a reasonable manner consistent with expectations from any employee of a private company, private citizen, or good neighbor.
5. Location personnel will be concerned about the welfare of family and loved ones who may have been involved in the disaster.
6. Disasters cover a broad spectrum and emergency response and action must meet the specific situation.

### **B. General Actions:**

1. On scene personnel will complete initial emergency actions; i.e., evacuating the area, reporting and attempting to control fires, providing first aid, etc., and will inform the Location Activity Heads and/or CDSO of the situation as soon as possible.
2. Location Activity Heads and/or CDSO will notify the AAO, who in turn will activate the Emergency Operations Center (EOC) or alternate EOC as appropriate, assume control of all ARS operations, and act as liaison between Civil Defense officials and Location personnel.
3. Location personnel will follow the instructions of Civil Defense officials as passed through the EOC and/or through Location Activity Heads or the CDSO.

4. Activity Heads and the CDSO will insure that the EOC is informed of on scene activities.
5. As soon as possible, following the completion of initial emergency actions, the Southern Plains Area Office will release personnel whose home and families may have been involved in the disaster.
6. Remaining personnel will operate as directed by the EOC.
7. The Southern Plains Area Office will continue to control and coordinate ARS actions until return to normal operations.
8. Once ARS requirements have been met, a policy of maximum assistance to others in the community will be followed.

C. General Tornado Precautions:

1. Assumptions
  - a. Tornadoes are among the most erratic of natural storms; however, most tornadoes follow certain behaviors. For example, they usually travel from southwest to northeast.
  - b. The following precautions are based on typical tornado behavior and will usually help protect personnel. The precautions may not always be applicable, and personnel may have to improvise on the scene precautions, because some tornadoes may behave unexpectedly.
2. Definitions
  - a. Tornado Watch: There is a possibility of one or more tornadoes in area. Continue normal activity, but watch for tornadoes.
  - b. Tornado Warning: A tornado has been sighted or detected by radar and may be approaching. Seek shelter immediately.
3. Before a tornado strikes:
  - a. Identify at least one protected gathering area for each building, recognizing that a designated gathering area may not be viable depending on the characteristics (direction of travel, time available for evacuation, etc.) of a given tornado. Refer to the following Appendixes for gathering areas:
    - Appendix 1.3 (DB NRRC)
    - Appendix 1.5 (SNARC)
    - Appendix 1.7 (ASRU)
  - ♦ If you cannot get to one of the gathering areas as listed in the above appendixes, select a gathering area that is as low in the building as possible. A basement or storm shelter is preferable. The gathering area should be small, without windows, and away from exterior walls, chimneys, and suspended equipment. It

should have substantial structural support. Try to put as many walls as possible between you and the south and west walls of the structure. Rooms in the northeast sector of a building are generally the most protected, because tornadoes usually move from southwest to northeast. **GOOD CANDIDATES FOR GATHERING AREAS ARE:** restrooms, closets, or under a stairwell.

- ◆ Avoid gathering areas near the south and west walls of a building, around windows and doors, or in large rooms with free span open areas - gymnasiums, cafeterias, auditoriums, etc. Avoid “wind tunnel” corridors - those with openings toward the south or west. Avoid gathering areas in mobile homes; mobile home roofs should be anchored, but a storm cellar provides much more protection.
  - b. Develop, train all personnel in, and practice a tornado emergency plan.
4. When a tornado strikes, listen to the radio for emergency information. In addition:
- a. If you are in a building, move as rapidly as possible to the protected gathering area, seek shelter under sturdy furniture, stay away from chimneys and windows, and cover your head.
  - b. If you are in a car, it is usually inadvisable to try to outrun a tornado, especially in urban settings. It is usually better to flee the car and seek shelter in a building. If none is available, get out of the car and lie flat in a ditch, ravine, or depression and cover your head. If the tornado is far enough away and slow moving, and if you are in open country, it may be possible to evade it by driving away from its path at a right angle.
  - c. If you are on foot in the open, lie flat in a ditch, ravine, or depression and cover your head. If the tornado is far enough away and slow moving, try to evade it by moving away from its path at a right angle.

#### D. General Flash Flood Precautions

- 1. Definitions
  - a. Flash Flood Watch: There is a possibility of a flood in area. Continue normal activity, but watch for flash floods.
  - b. Flash Flood Warning: A flash flood has been sighted or detected and may be approaching. Seek shelter immediately.
- 2. Before a flash flood strikes:
  - a. Identify escape routes to higher ground.

- b. Develop, train all personnel in, and practice a flash flood emergency plan.
- 3. When a flash flood strikes, listen to the radio for emergency information. In addition:
  - a. If you are in a building, move as rapidly as possible to a higher elevation, either in or out of the building. Do not wade through flood waters that are flowing rapidly or that are above your knees.
  - b. If you are in a car:
    - ◆ Do not attempt to drive through water on a road. It can be deeper than it appears, rise rapidly, and erode sections of the roadway or bridge that you cannot see.
    - ◆ If your car stalls, get out of the car and escape to higher elevation. Do not wade through flood waters that are flowing rapidly or that are above your knees.
  - c. If you are on foot in the open, try to escape as quickly as possible to higher elevations. Do not wade through flood waters that are flowing rapidly or that are above your knees.

#### E. General Lightning Storm Precautions

- 1. Try to estimate the distance of the lightning storm. Thunder travels about one mile every five seconds; therefore, the lightning storm is one mile away for every five seconds between the time you see a bolt of lightning and hear the clap of thunder.
- 2. If you are inside, don't use the telephone unless there is an emergency.
- 3. If you are outside, try to get into a car, house, or large structure. Avoid small structures such as sheds.
- 4. If you are outside and cannot conveniently get into a car, house, or large structure:
  - a. Try to make yourself as short as possible, but at the same time try to cover as little of the ground as possible. Do not lie down, because the wet earth may carry lightning. Instead, drop to your knees, bend forward, and put your hands on your knees. You will be shorter, and only a small part of you will be touching the earth.
  - b. Try not to be taller than your surroundings. Don't stand on a hilltop or fish from a boat.
  - c. Don't carry or be near anything made of metal. Put down hand tools, golf clubs, etc.

- d. Stay away from sheds in open areas, metal pipes, wire clotheslines, fences, ponds or lakes, tractors, farm equipment, and railroad tracks.
- e. Stay away from a large tree standing alone. If you are in woods, try to stay in the area where the shortest trees are located or try to find a low area, such as a ravine.
- f. Stay away from and off of bicycles, 4-wheelers, gators, motorcycles, scooters, golf carts, etc...

#### **XIV. WORKPLACE VIOLENCE**

##### **A. Assumptions**

- 1. In threat situations, personnel are aware the local police or sheriff's department is to be called first. Contracted or university security providers, the Federal Protective Service, or the Federal Bureau of Investigation are to be called second.
- 2. Employee safety is paramount. Employees are not expected to be heroes. Human behavior is impossible to predict, and there is no specific profile of a potentially dangerous individual.
- 3. Workplace violence may be committed by anyone (employees, family members, members of the public), and it may be committed against any employee. Employees in reception or entry areas are frequently the first to be confronted with violent individuals. New or inexperienced employees shall not be left alone in public, front-line positions.
- 4. Confrontations with an armed man or woman are the most dangerous of all situations involving violent persons and the most difficult for inexperienced people to deal with. In general:
  - a. To avoid threats and violence, front-line employees must always take threats seriously and report them to their supervisors.
  - b. Shouts, screams, or panic reactions are likely to frighten an agitated person into taking action that could harm people or destroy property. Instead, remain as calm as possible; saying or doing nothing is better than making a bad situation worse.
  - c. Dialing 911 or any telephone number in the presence of an armed assailant could frighten him or her into using the weapon.
  - d. Freeze in place and do nothing, letting the potential assailant make the next move. Avoid doing anything that could cause the potential assailant to take actions. Simply standing still and letting the individual 'talk it out' may be all you should do under these extreme circumstances. Don't try any heroics that could cause the individual to react violently.

- e. Look the person directly in the eye. Keep talking to gain time and calm the gunman. Never feel entirely helpless.
- f. Keep calm until security guards or the police can disarm the potential assailant and remove the person from the premises. Don't try to disarm the potential assailant. Don't try to be a hero! Such a reckless move could seriously endanger everyone in the room.
- g. When possible, write down the person's description (approximate height and weight, color of hair and clothing, age, race, and any prominent features). Estimate the number of people in the room. As soon as possible, telephone the local police. Describe the potential assailant, emphasize if they have a gun, and estimate how many people are in the room and where they are (by windows, doors, along the wall). Give a private telephone number for the police to call back.

B. Actions for particular situations:

1. General Conduct

- a. Stay calm and be observant
- b. Do not increase the level of tension and conflict
- c. Try to remove oneself from the situation as fast as possible.
- d. Make a factual report of the incident to the DO and/or headquarters personnel.

2. Trespassers

- a. If the situation appears to be non-violent, inform trespassers that they are on federally controlled land and can not remain.
- b. If trespassers refuse to leave, the employee should move off to a distance and contact the headquarters personnel via radio. If radio is unavailable or non-operational, employees should proceed to the headquarters and inform DO and/or LAO. If it is not standard working hours, employee should proceed to a location that they can contact local law enforcement.
- c. Local law enforcement will be contacted and ask to remove trespassers.
- d. Employee/headquarter personnel should be available to local law enforcement personnel upon their arrival to direct the location of trespassers.

3. Violent/harassing person is a visitor, employee of a contractor and/or vendor, or employee of an agency leasing space from ARS.

- a. Employee should contact headquarters and headquarters' personnel will ascertain who is the contact person responsible for the visitor, etc.
- b. The contact person, in conjunction with headquarters' personnel, will inform the visitor/contract employee/employee of partnering agency that their behavior was not appropriate. All attempts will

- be made to have this conversation in the presence of the contractor's or leasing agency's on-site supervisor. The person will be informed that inappropriate behavior will not be tolerated and may jeopardize their ability to the work at the Center or result in changes in the contract/lease agreement.
- c. If there is no evidence of action taken by the on-site supervisor regarding the incident, higher level supervisors/officials will be contacted.
  - d. Local law enforcement will not be notified unless there is evidence that a crime has been committed.
4. Violent/harassing person is a co-worker
- a. As quick as possible without further aggravating the situation, the employee should remove himself/herself from the proximity of the violent/harassing person.
  - b. The employee will inform the co-worker's supervisor and DO of the situation and circumstances of the event as soon as possible.
  - c. The supervisor and/or DO will converse with the employee in question as soon as possible and then determine what action needs to be taken.
5. Violent/harassing person is a supervised employee
- a. The supervisor will give the employee a direct command to perform a task with the intent of decreasing the tension of the situation, for example, "Go to your office and spend the next 30 minutes thinking how you could have better handled this situation".
  - b. If the employee does not follow the direct command in a timely fashion, the supervisor is to remove him/herself from the situation.
  - c. The supervisor will then contact the DO. The DO and the supervisor will contact SPA's Labor relationship specialist to initiate disciplinary action resulting from the employee's insubordination.
6. Violent/harassing person is a supervisor
- a. The employee will remove him/herself from the proximity to the supervisor as fast as possible without further aggravating the situation.
  - b. The employee will contact the DO and/or LAO as soon as possible.
  - c. The DO and/or LAO will converse with the supervisor to determine the events of the incident as soon as possible.
  - d. The DO and/or LAO will determine if any further steps need to be taken.
7. Refer to Appendix 8.1 for the GSA recommendations for dealing with threats of violence in the workplace.

## **XV. OBSCENE, HARASSING, OR THREATENING TELEPHONE CALLS**

#### A. Assumptions

1. Obscene and harassing callers are primarily interested in generating fear and discomfort. The longer they keep you listening, the more satisfaction they derive from the call.
2. Some experts say that the person who uses the phone to verbally harass or embarrass is not likely to follow up with a direct confrontation. The caller who makes personal threats to you or your family is another matter. Any threatening call should be reported to the local police, the Federal protective Service, contract or university security services (were applicable), and the Southern Plains Area Office immediately.

#### B. Actions

1. Keep a written record of obscene phone calls, especially if they recur.
  - a. The day, date, and time
  - b. The type of voice (male/female, pitch, and accent, if any)
  - c. Background noise
  - d. What was said
  - e. Whether the person gave a name
2. Advise the local police department, contract or university security services (where applicable), or Federal Protective Service.

### **XVI. SECURITY PROCEDURES**

#### A. Employee/Visitor Identification

1. Employees
  - a. ARS employees shall wear a ARS issued photo ID while working at the Center.
  - b. If possible, badges will be worn at waist level or higher, photo side out. Badges are not to be displayed outside the location.
  - c. If wearing the ID badge would present a safety hazard, employees shall place badges on their person where they do not pose a safety hazard.
  - d. Supervisors will assist employees in determining if wearing the badge represents a safety concern.
  - e. Employees shall promptly report to the RL and/or LAO if their photo ID badge is lost or stolen.
2. Visitors
  - a. Except for large public events all visitors and contractors at ARS controlled buildings will have to have visitor ID badges.
  - b. For field days, visitors will be issued name tags that will serve as visitor badges.
  - c. Visitors and contractors will report to the reception area to obtain a Visitor's ID badge. Personnel issuing visitor's ID badges may



request the presentation of a valid government-supplied photo ID prior to issuing visitor's ID badge.

- d. While contractors are at the Units, it is the Contracting Officers Representative (COR) responsibility to monitor their activities.
- e. It is the responsibility of the visitor's host to make sure the visitor signs the visitor's log and monitor their activities. **The host and/or COR should use common sense and judgement to determine the level of monitoring that is necessary.** Obviously people "known" to us will need less scrutiny than "strangers".
- f. Before leaving, visitors and contractors will return ID badges.

3. Visiting Cooperators

- a. Exceptions to the above visitor policy will be made for scientists and support staff from other locations/organizations that have cooperative experiments on ARS controlled properties.
- b. Such individuals may be issued keys to gates leading to the portion of the property in which the cooperative experiment is located.
- c. Cooperators will notify the Center by phone and/or e-mail via their Center cooperator and/or headquarters personnel when they are visiting.
- d. Such cooperators should have a photo ID badge readily available.

B. Securing Facilities/Properties/Vehicles/Equipment

1. Facilities

- a. DB NRRC:
  - ◆ Main building is to remain locked at all times with comkey access for employees only. Visitor entrance is controlled by a release for the lock from within the building. All outer buildings are to be locked when not occupied by means of padlocks. It is the responsibility of the last person to leave the buildings to lock them. Maintenance personnel will do a check at the end of each day. UPS, FED-EX, and other package carriers are controlled with a buzzer at the loading dock.
- b. SNARC:

- ◆ For building 1, coded access locks are at three entrances for use by employees. Visitor entrance is controlled by a release for the lock from within the building. All other buildings, except the mechanical shop, will be locked during and after business hours. The mechanical shop will be locked after business hours and on weekends and holidays. The entrance gate is controlled by a coded access lock and will automatically lock at 5 pm during the week. The gate will remain locked after business hours and on weekends and holidays. Employees have coded access 24 hours a day, 7 days a week. The security system in building 1 will be activated by the last person to leave.

c. ASRU:

- ◆ Because of the campus location, the doors to the SJ Parker building will remain unlocked during normal business hours. USDA visitors are to check in with the secretary when arriving at the SJ Parker building. The doors to the Lab Trailer are locked at all times with comkey access for employees only. Campus security monitors all activities 24 hours a day, 7 days a week.

2. Vehicles/Equipment

a. DB NRRC:

- ◆ Keys are not to be left in any vehicles or equipment under any circumstances. Keys are to be left with the secretary or the supervisor for safe keeping. Vehicles and equipment are to be parked in the designated areas under the surveillance cameras.

b. SNARC:

- ◆ All vehicles and grounds equipment are parked in a designated area with the keys removed and put in a lock box during and after business hours.

c. ASRU:

- ◆ All vehicles and grounds equipment are parked in a designated area with the keys removed and secured during and after business hours.

3. Communications/Safety Warning

- a. Employees on the property/facilities should be able to contact the main HQ via telephones or cell phones.
- b. A group of employees or employee on the Center property should have a working cellular phone readily available.
- c. Employees are encouraged to carry with them a cellular phone when traveling away from the station on official business.

4. Mail/Package Handling

- a. Person sorting mail should wear gloves.
- b. Sorting mail over a dark surface is encouraged.
- c. Strangely appearing packages and letters (i.e. unusual addresses, markings, contents exposed) will not be handled. Sorter will contact DO and/or LAO.
- d. Strangely appearing or odd deliveries should be viewed and handled with caution.
- e. DO and/or LAO will assist in making a determination as to handling protocol.

#### 5. Tracking of Personnel

- a. A daily log sheet indicating whether or not an employee is at work will be maintained by the Secretary\Receptionist. The purpose of this log is to ascertain rapidly, in the event of an emergency, who is at work. Supervisors should notify the Secretary\Receptionist if an employee is out sick so that this can be noted on the log.
- b. Supervisors and/or employees should indicate on the Center's calendars when taking annual leave.
- c. Employees working Saturday, Sundays, and/or holidays should make notations in advance in the daily log, and upon arrival at the Centers.
- d. Notations in the daily log should be made regarding the presence of POV at the Centers when employees are in travel status.

#### 6. Keys/Access Codes

- a. Keys necessary for normal duties will be issued to employees located at the Centers.
- b. Keys are controlled by Cletus Patterson at DBNRRC, Billy Shelton at SNARC, and Dr. Green at ASRU.
- c. The above mentioned people will also have keys to all locks for each Center's buildings and gates.
- d. Keys may be issued to non-Center employees under specific conditions including:
  - ◆ Scientists and support staff from other locations who have cooperative experiments on the Center.
  - ◆ Government personnel needing a secure place to store government vehicles.
- e. Keys will be collected from employees when their employment terminates.
- f. Borrowing and lending of keys should be kept to a minimum. Supervisors should inquire about the status of keys if "borrowed" routinely by employees.
- g. Employees should notify the individuals listed in item "b" if keys are lost or stolen.
- h. Locks of stolen keys will be replaced promptly and new keys issued.

#### 7. Crimes

- a. Employees will inform LAO as soon as possible regarding potential criminal acts against Center employees and/or assets including:
  - ◆ Evidence that doors, gates, windows have been tampered with.
  - ◆ Lost or missing equipment, vehicles, tools, etc.

## 8. Firearms

- a. According to 41 CFR 101 and Title 18 USC Sec. 930, “No person entering or while on property shall carry or possess firearms”. An exception to the above is provided where use of a firearm is part of the employee’s official duties. This exception can be granted through the RL by SPA. Use of firearms as a part of official duties should only occur in consultation with the RL.

## **XVII. CONTINUITY OF OPERATION PLAN**

### A. Introduction

Essential time-sensitive services are provided at the local level and no one wants to see these services adversely affected by man-made or natural disasters. The Continuity of Operation Plan (COOP) concentrates on contingency planning to minimize the impact of such disasters. This plan addresses all critical issues at DBNRRRC, SNARC, and ASRU.

This COOP is the lowest tier of plans throughout the USDA. The COOP will be tested and rehearsed as necessary to ensure that business can still be conducted during an emergency situation. The plan will be modified accordingly when testing indicates a need.

### B. Roles and Responsibilities

1. The Location Coordinator (LC)/Research Leader (RL) is responsible for ensuring that the Location has established a COOP and is responsible for implementing the Plan should the need arise.
2. The LAO is responsible for working with the RL, essential personnel and key points of contact to identify critical issues, coordinating all mitigation efforts, and revisions to the plan as appropriate.
3. Essential personnel are those persons identified to combine operations in the event the COOP plan is enacted. Essential personnel are identified in Appendix 1.12.
4. Key points of contacts are those persons identified to have primary control over research activities to determine priority concerns.

### **Continuity of Operation Plan**

#### Loss of Phone Service

The greatest risk to the Location in the event of loss of phone service is an inability to communicate to fire and police official in the event of accidents or criminal activities and inability of the security alarm to communicate with the security company. The Center has cell phones from a vendor other than the vendor for the hard-line phones. If both phone systems fail, status of the location will need to be monitored visually 24 hours a day. Teams of two (2) employees deployed to visually monitor the Location will be able to alert the appropriate authorities in the event of a emergency by driving to their nearest

location and providing verbal description of the existing situation and what actions need to be taken to minimize losses.

#### Loss of water supply from public vendor

The greatest threat to the loss of service from the private water vendor is an inability to provide water to animals in corrals and barns, and plants in the greenhouse, and provide cooling to greenhouse. Most livestock animals get water from ponds. Some animals depend on water from troughs. If there is interruption of public water service, animals will be moved to alternative sites with water. Alternatively, water tanks for animals in confined area and for plants in the greenhouse will be refilled from a reservoir on a flatbed truck and a mobile water container. These portable sources of water can be refilled from wells or pumping water from ponds. Electrical current can be provided by generators if electrical power is lost.

#### Loss of electrical power

The loss of electrical power threatens several operations vital to the continuity of business at the Location. At several sites electrical power is needed to supply water to animals on experiments. If electrical power fails and is not restored in a timely fashion, animals will be moved to pastures with ponds. Those animals that can not be moved because such an activity would jeopardize the experimental protocol, a diesel driven electrical generator mounted on a flatbed truck will be moved to the site of the pump house to provide enough temporary power to refill water reservoirs.

The loss of electrical power can also threaten survival of temperature sensitive plants in the greenhouse depending on prevailing weather conditions. If electrical power is off long enough as to threaten the survival of plants, supplemental heat will be provided by kerosene heaters. In summer, plants may need to be removed from greenhouse in event of electrical outage to reduce damage from over-heating.

The loss of electrical power can also threaten the maintenance of samples that need to be stored at near freezing temperatures or frozen. If electrical power is interrupted for an extending period of time, power will be supplied to the designated refrigerator/freezers by a diesel powered generator.

#### Loss of internet connection

Many required activities require work over the internet. A functional internet connection is vital to normal operations and any disruption needs to be rectified as soon as possible. In the event of disruption, internet users will be encouraged to use an alternative connection source, either from home, library, etc. Those activities requiring an “ARS-controlled” system connection may require employees to travel to unaffected ARS/USDA locations nearest to the Center to perform vital tasks (Admin Staff).

#### Corruption of computer and computer systems

Activities to minimize disruption from these activities are covered under the General Support Systems Plan.

#### Disruption in energy deliveries

Energy deliveries (LP gas, diesel, or gasoline) may be disrupted by political or natural disasters. If there are indications of such a disruption, close attention to current inventory

will be made and deliveries requested prior to current inventory becoming low.

Inability of employees to get to work

Inclement weather may disrupt operations without the loss of electrical power, etc. by preventing employees to get to work, although intense storms, snow, flooding may also create such circumstances. Essential employees nearest to the Center will be allowed to take governmental 4-wheel drive vehicles home if such conditions are forecasted. Use of such vehicles would enhance their ability to perform required work.

**Appendix 1.2**

**EMERGENCY TELEPHONE NUMBERS FOR DB NRRC**

<b>FIRE DEPARTMENTS</b>	
City Fire Department	911
County Fire Department	911
University [if co-located] Fire Department	
<b>LAW ENFORCEMENT</b>	
City Police Department	911 (870-673-1414)
County Sheriff	911 (870-673-2121)
University [If co-located] Police Department	
State Troopers	911 (501-618-8000)
FBI	501-221-9100
U.S. Attorney	501-682-2007
<b>AMBULANCE/EMS SERVICE</b>	
City	911
County	911
Private	
<b>HOSPITALS</b>	
Stuttgart Regional Medical Center	911 (870-673-3511)
<b>HOT LINES</b>	
Nationwide Poison Information Center	1-800-222-1222
Arkansas Poison Control Center	1-800-376-4766
<b>KEY PERSONNEL</b>	
David Gealy, Facilities Manager	Office: 870-672-9300 ext. 226 Home: 870-830-1072
Joel Ledbetter, LSO	Office: 870-673-4483 ext. 225 Home: 870-830-4875
Pending Appointment, SPA Area Administrative Officer	Office: 979-260-9343 Home:
Mike Downing, SPA Property & Procurement Officer	Office: 979-260-9446 Home: 979-690-0840
Phil Smith, SPA Area Safety & Health Manager	Office: 979-260-9449 Home: 979-694-0692

Revised April 2006

### APPENDIX 1.3

#### FACILITY EMERGENCY ACTION OFFICERS & FACILITY MONITORS FOR DB NRRC

<b>BUILDING: DB NRRC</b>  <b>Emergency Assembly Point: Flag Pole in front of DB NRRC</b> <b>Tornado Gathering Area: HL 11</b>		
<b>Name</b>	<b>Title</b>	<b>Phone Number</b>
David Gealy	Designated Official	Office: 870-672-9300 ext. 226 Home: 870-673-3175
Joel Ledbetter	Designated Official	Office: 870-673-4483 ext. 225 Home: 870-830-4875
Cletus Patterson	Building Facility Monitor	Office: 870-672-9300 ext. 237 Cell: 870-830-8203
	Alternate Building Facility Monitor	Office: 870-672-9300 ext. Home:

Notes on Appendix 1.3:

1. This Appendix, or one with equivalent information, shall be posted at entrances to location buildings.
2. The Designated Official is usually the same person for an entire research location.
3. The Building Facility Monitor may vary from building to building.

**Revised April 2006**



**APPENDIX 1.4**

**EMERGENCY TELEPHONE NUMBERS FOR HKD SNARC**

<b>FIRE DEPARTMENTS</b>	
City Fire Department	911
County Fire Department	911
University [if collocated] Fire Department	
<b>LAW ENFORCEMENT</b>	
City Police Department	911 (870-673-1414)
County Sheriff	911 (870-673-2121)
University [If collocated] Police Department	
State Troopers	911 (501-618-8000)
FBI	501-221-9100
U.S. Attorney	501-682-2007
<b>AMBULANCE/EMS SERVICE</b>	
City	911
County	911
Private	
<b>HOSPITALS</b>	
Stuttgart Regional Medical Center	911 (870-673-3511)
<b>HOT LINES</b>	
Nationwide Poison Information Center	1-800-222-1222
Arkansas Poison Control Center	1-800-376-4766
<b>KEY PERSONNEL</b>	
Donald Freeman, Location Coordinator	Office: 870-673-4483 ext. 269 Home: 501-834-3258
Joel Ledbetter, LSO	Office: 870-673-4483 ext. 225 Home: 870-830-4875
Pending Appointment, SPA Area Administrative Officer	Office: 979-260-9343 Home:
Mike Downing, SPA Property & Procurement Officer	Office: 979-260-9446 Home: 979-690-0840
Phil Smith, SPA Area Safety & Health Manager	Office: 979-260-9449 Home: 979-694-0692

Revised April 2006

**APPENDIX 1.5**

**FACILITY EMERGENCY ACTION OFFICERS  
& FACILITY MONITORS FOR HKD SNARC**

<b>BUILDING: HKD SNARC</b>		
<b>Emergency Assembly Point:        N/W Pine Trees in front parking lot</b>		
<b>Tornado Gathering Area:        Interior restrooms by front lobby</b>		
<b>Name</b>	<b>Title</b>	<b>Phone Number</b>
Donald Freeman	Designated Official	Office: 870-673-4483 ext. 269 Home: 501-834-3258
Joel Ledbetter	Designated Official	Office: 870-673-4483 ext. 225 Home: 870-830-4875
Billy Shelton	Building Facility Monitor	Office: 870-673-4483 ext. 258 Home: 870-241-3233
Robert Ideker	Alternate Building Facility Monitor	Office: 870-673-4483 ext. 227 Home: 870-241-3836

Notes on Appendix 1.5:

1. This Appendix, or one with equivalent information, shall be posted at entrances to location buildings.
2. The Designated Official is usually the same person for an entire research location.
3. The Building Facility Monitor may vary from building to building.

**Revised April 2006**

**APPENDIX 1.6**

**EMERGENCY TELEPHONE NUMBERS FOR ASRU**

<b>FIRE DEPARTMENTS</b>	
City Fire Department	911
County Fire Department	911
University [if collocated] Fire Department	
<b>LAW ENFORCEMENT</b>	
City Police Department	911 (870-541-9300 or 870-543-5106)
County Sheriff	911 (870-942-2101)
University [If collocated] Police Department	870-575-8102 or 870-575-8103
State Troopers	911 (501-618-8000)
FBI	501-221-9100
U.S. Attorney	501-682-2007
<b>AMBULANCE/EMS SERVICE</b>	
City	911
County	911
Private	870-536-1124
<b>HOSPITALS</b>	
Jefferson Regional Medical Center	911 (870-541-7111)
<b>HOT LINES</b>	
Nationwide Poison Information Center	1-800-222-1222
Arkansas Poison Control Center	1-800-376-4766
<b>KEY PERSONNEL</b>	
Bartholomew W. Green, RL	Office: 870-575-8128 Home: 870-267-1975
Brittany Collins, CDSO	Office: 870-575-8178 Home: 870-489-8542
Pending Appointment, SPA Area Administrative Officer	Office: 979-260-9343 Home:
Mike Downing, SPA Property & Procurement Officer	Office: 979-260-9446 Home: 979-690-0840
Phil Smith, SPA Area Safety & Health Manager	Office: 979-260-9449 Home: 979-694-0692

Revised April 2006

**APPENDIX 1.7**  
**FACILITY EMERGENCY ACTION OFFICERS**  
**& FACILITY MONITORS FOR ASRU**

<b>BUILDING: ASRU (S. J. Parker Agriculture Research Center, U of A at Pine Bluff)</b> <b>Emergency Assembly Point: In front of ASRU office trailer (NE end of S. J. Parker)</b> <b>Tornado Gathering Area: ARS Support Services Office, S. J. Parker</b>		
<b>Name</b>	<b>Title</b>	<b>Phone Number</b>
Bartholomew W. Green	Designated Official	Office: 870-575-8128 Home: 870-267-1975
Philip Pearson	Building Facility Monitor	Office: 870-575-8084 Home: 870-247-4837
George Huskey	Alternate Building Facility Monitor	Cell: 870-692-8338 Home: 870-536-6653

Notes on Appendix 1.7:

1. This Appendix, or one with equivalent information, shall be posted at entrances to location buildings.
2. The Designated Official is usually the same person for an entire research location.
3. The Building Facility Monitor may vary from building to building.

**Revised January 2006**

## APPENDIX 1.8

<b>GSA Recommendations for Dealing with Threats of Violence in the Workplace</b> Source: "Violence in the Workplace - Informational Material", <a href="http://www.usda.gov/da/physicalsecurity/violentwp.htm">http://www.usda.gov/da/physicalsecurity/violentwp.htm</a>	
<b>Telephoned Suicide or Bomb Threats</b>	<ol style="list-style-type: none"> <li>1. Keep calm. Keep talking.</li> <li>2. Don't hang up.</li> <li>3. Signal a coworker to get on an extension.</li> <li>4. Ask the caller to repeat the message and write it down.</li> <li>5. Repeat questions, if necessary.</li> <li>6. For a bomb threat, ask where the bomb is and when it is set to go off.</li> <li>7. Listen for background noises and write down a description.</li> <li>8. Write down whether it's a man or a woman; pitch of voice, accent; anything else you hear.</li> <li>9. Try to get the person's name, exact location, telephone number.</li> <li>10. Signal a coworker to immediately call the Federal Protective Service, a contract guard, or the local police.</li> <li>11. Notify your immediate supervisor.</li> </ol>
<b>Angry or Hostile Customer or Coworker</b>	<ol style="list-style-type: none"> <li>1. Stay calm. Listen attentively.</li> <li>2. Maintain eye contact.</li> <li>3. Be courteous. Be patient.</li> <li>4. Keep the situation in your control.</li> </ol>
<b>Person Shouting, Swearing, and Threatening</b>	<ol style="list-style-type: none"> <li>1. Signal a coworker, or supervisor, that you need help.</li> <li>2. Do not make any calls yourself.</li> <li>3. Have someone call the local police. Then call Federal Protective Service or contract security agencies.</li> </ol>
<b>Threatening with a Gun, Knife, or Other Weapon</b>	<ol style="list-style-type: none"> <li>1. Stay calm. Quietly signal for help.</li> <li>2. Maintain eye contact.</li> <li>3. Stall for time.</li> <li>4. Keep talking—but follow instructions from the person who has the weapon.</li> <li>5. Don't risk harm to yourself or others.</li> <li>6. Never try to grab a weapon.</li> <li>7. Watch for a possible chance to escape to a safe area.</li> </ol>

## APPENDIX 1.9

### TELEPHONE BOMB THREAT CHECKLIST

**Important: REMAIN CALM**

#### SECTION I - INSTRUCTIONS

Follow instructions received from your supervisor, Federal Protective Officer, or the designated official.

If you are ordered to evacuate, take with you any drafts, forms, or reports you may have prepared regarding the threat.

#### SECTION II - PERTINENT DATA

TIME BOMB/EVENT IS SET TO EXPLODE <i>(AM or PM)</i>  DESCRIPTION OF BOMB OR PACKAGE  EXPLAIN WHY CALLER WISHES TO INJURE OR KILL INNOCENT PERSONS <i>(Use exact words of caller)</i>	PRESENT LOCATION OF BOMB OR PACKAGE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">BUILDING</td> <td style="width: 30%;">FLOOR</td> </tr> <tr> <td colspan="2">AREA</td> </tr> </table> WHAT WILL CAUSE THE BOMB TO EXPLODE	BUILDING	FLOOR	AREA	
BUILDING	FLOOR				
AREA					

DID CALLER INDICATE KNOWLEDGE OF THE FACILITY?

☐ NO ☐ YES *(Explain):*

#### SECTION III - DESCRIPTION OF CALLER'S VOICE

<table style="width: 100%;"> <tr> <td style="width: 33%;"><input type="checkbox"/> MALE</td> <td style="width: 33%;"><input type="checkbox"/> FEMALE</td> <td style="width: 33%;"><input type="checkbox"/> MIDDLE-AGE</td> </tr> <tr> <td><input type="checkbox"/> YOUNG</td> <td><input type="checkbox"/> OLD</td> <td><input type="checkbox"/> REFINED</td> </tr> <tr> <td><input type="checkbox"/> CALM</td> <td><input type="checkbox"/> NERVOUS</td> <td><input type="checkbox"/> ROUGH</td> </tr> <tr> <td><input type="checkbox"/> ACCENT</td> <td><input type="checkbox"/> SPEECH IMPEDIMENT</td> <td></td> </tr> </table>	<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE	<input type="checkbox"/> MIDDLE-AGE	<input type="checkbox"/> YOUNG	<input type="checkbox"/> OLD	<input type="checkbox"/> REFINED	<input type="checkbox"/> CALM	<input type="checkbox"/> NERVOUS	<input type="checkbox"/> ROUGH	<input type="checkbox"/> ACCENT	<input type="checkbox"/> SPEECH IMPEDIMENT		DESCRIPTION OF VOICE   
<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE	<input type="checkbox"/> MIDDLE-AGE											
<input type="checkbox"/> YOUNG	<input type="checkbox"/> OLD	<input type="checkbox"/> REFINED											
<input type="checkbox"/> CALM	<input type="checkbox"/> NERVOUS	<input type="checkbox"/> ROUGH											
<input type="checkbox"/> ACCENT	<input type="checkbox"/> SPEECH IMPEDIMENT												
DO YOU RECOGNIZE VOICE? <input type="checkbox"/> NO <input type="checkbox"/> YES													
IF YES, WHOSE VOICE IS IT?													

#### SECTION IV - BACKGROUND NOISE

<input type="checkbox"/> TRAFFIC	<input type="checkbox"/> HORNS	<input type="checkbox"/> AIRCRAFTS	<input type="checkbox"/> OTHER <i>(specify below):</i>
<input type="checkbox"/> MUSIC	<input type="checkbox"/> BELLS	<input type="checkbox"/> MACHINERY	
<input type="checkbox"/> TAPE RECORDER	<input type="checkbox"/> WHISTLES	<input type="checkbox"/> RUNNING MOTOR <i>(Type)</i>	

#### SECTION V - TELEPHONE LINE DATA

LINE ON WHICH CALL WAS RECEIVED?	WAS THE LINE A?
	<input type="checkbox"/> LISTED NUMBER? <input type="checkbox"/> UNLISTED NUMBER?
IS THIS A NIGHT NUMBER	IF YES, WHOSE ASSIGNED NUMBER?
<input type="checkbox"/> NO <input type="checkbox"/> YES	
HAS A BOMB THREAT CALL BEEN PREVIOUSLY RECEIVED ON THIS NUMBER?	IF YES, EXPLAIN
<input type="checkbox"/> NO <input type="checkbox"/> YES	

#### SECTION VI - REPORTING OF THREAT *(Caution: DO NOT TALK TO OTHERS about incident.)*

NAME OF PERSON RECEIVING CALL  DIVISION  TELEPHONE NUMBER  TIME CALL RECEIVED	REPORT THREAT TO:  <input type="checkbox"/> FEDERAL PROTECTIVE SERVICE  <input type="checkbox"/> BUILDING MANAGER/LESSOR  DATE CALL RECEIVED
---	--

PREVIOUS EDITION IS NOT USABLE

GSA FORM 3415 (REV. 9/2001) **BACK**

**Room Name**  
**Door Number**  
**Blueprint Number**  
**Maintenance Door**  
**Exit**

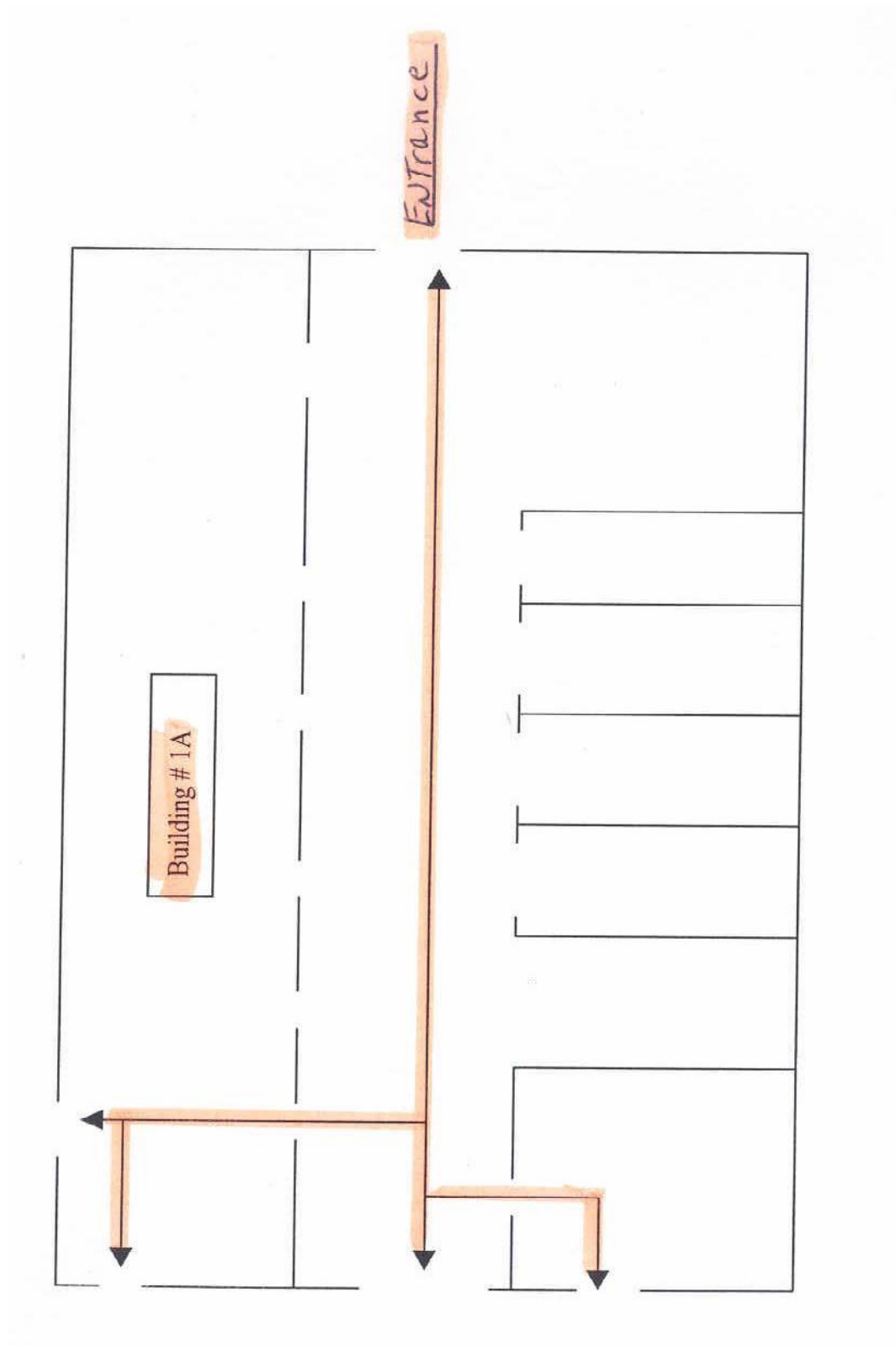
Appendix 1.10b

SNARC Emergency Exit Information - Building #1

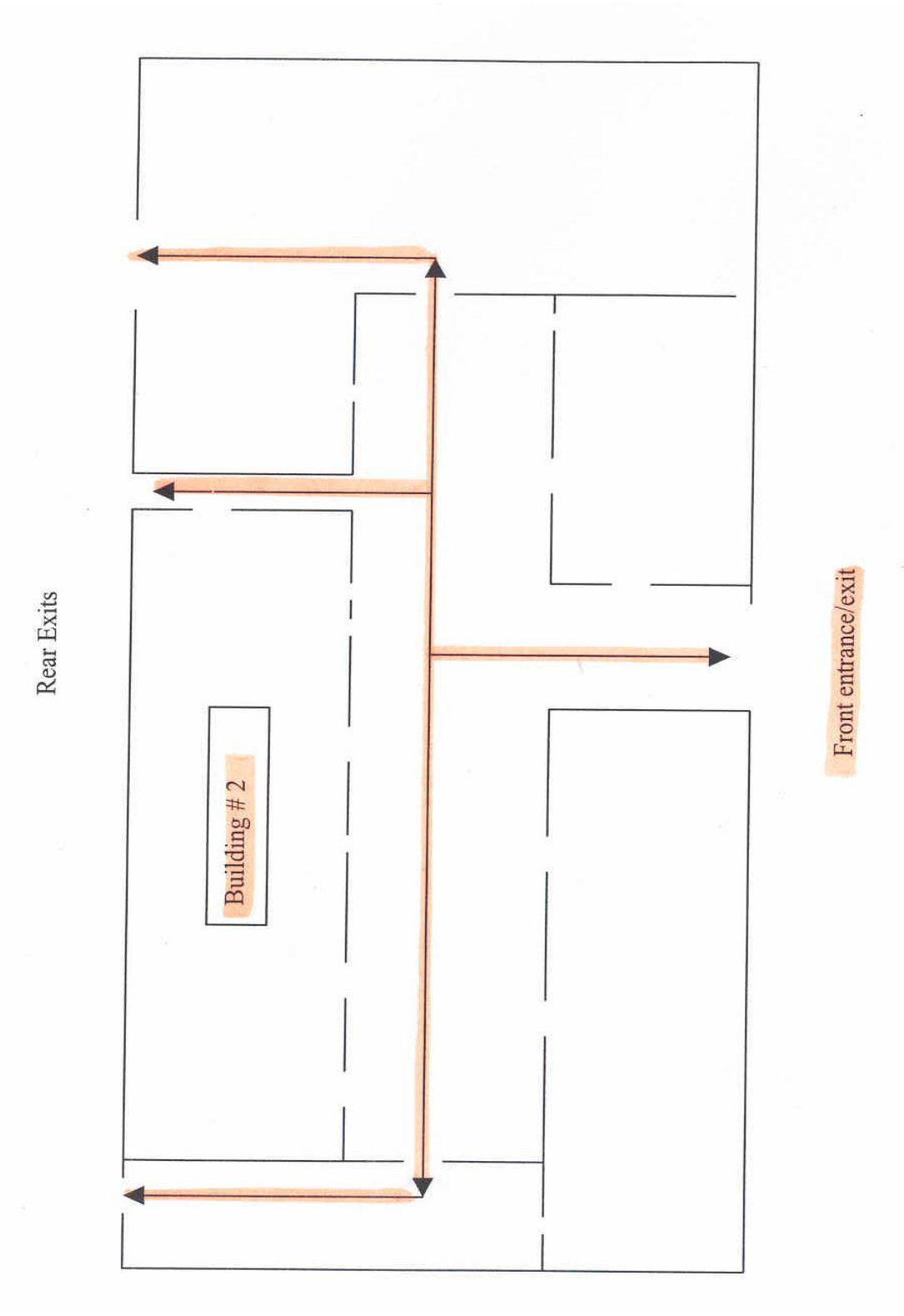




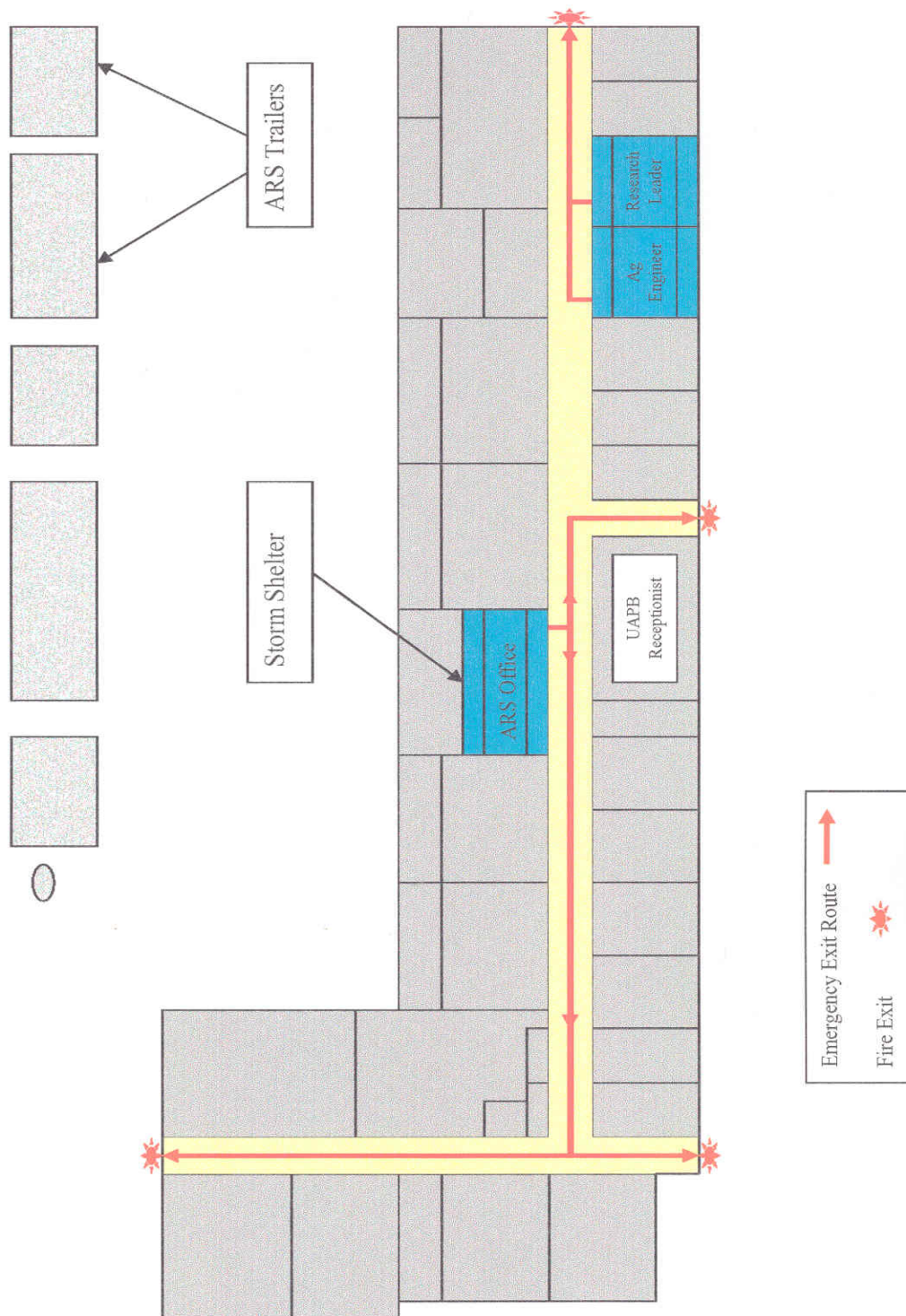
Appendix 1.10c  
SNARC Emergency Exit Information - Building #1A



SNARC Emergency Exit Information - Building #2

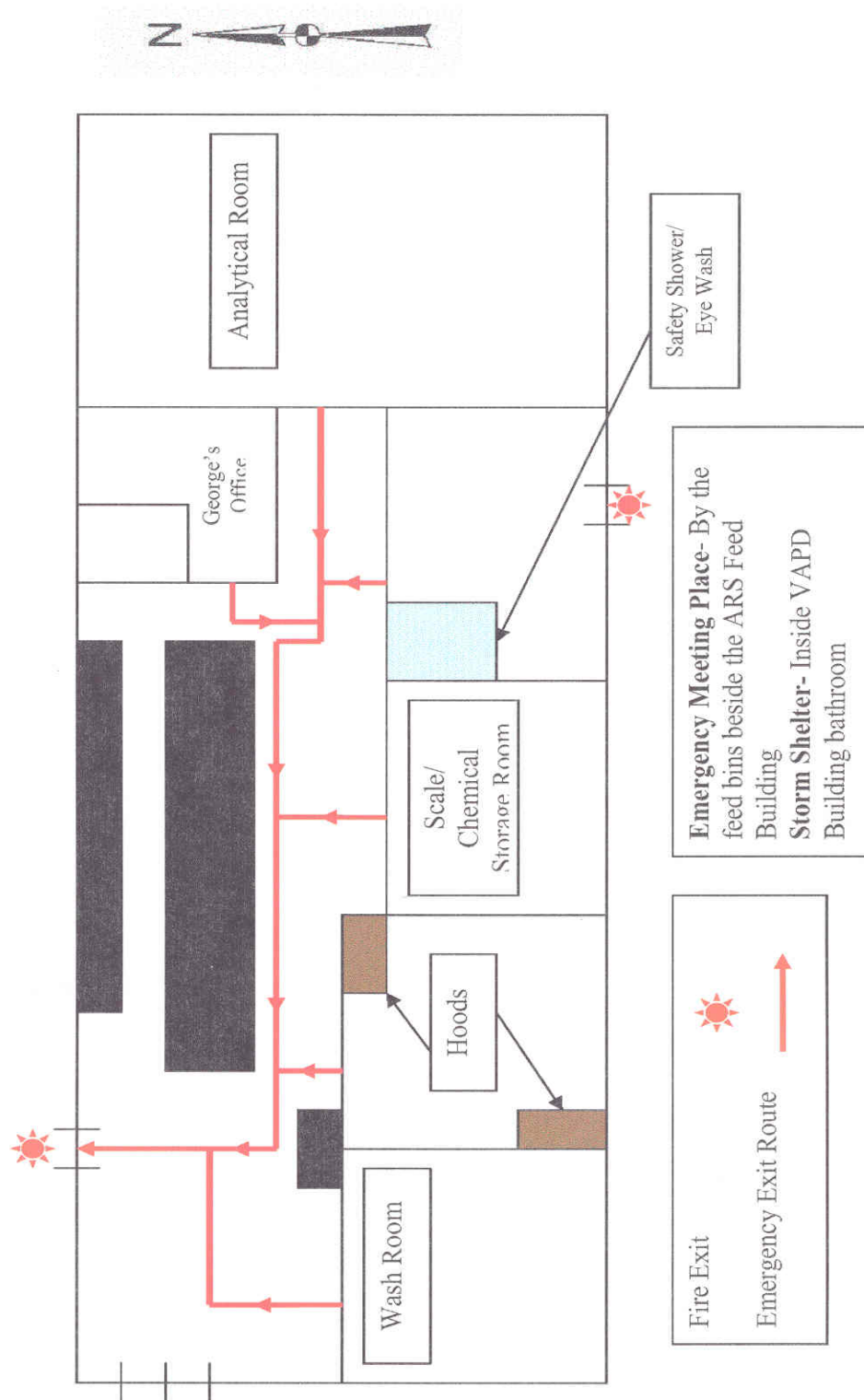


Appendix 1.10e  
ASRU Emergency Exit Information  
SJ Parker Building



Appendix 1.10f  
ASRU Emergency Exit Information

Lab Trailer



**Appendix 1.11a**  
**DB NRRC Building Information Sheet**

Owner of Building	USDA ARS
Building Name	Dale Bumpers National Rice Research Center
Building No.	1
Address	2890 Hwy 130 E. Stuttgart, AR 72160
Year building completed	1998
Type of Construction	Steel Frame, Dryvit, and Glass
Number of Floors	1 + mezzanine
Entry Doors	Main Building – 12 Greenhouses - 9 Mezzanine – 3
Gross Floor Area	Main Building – 43,000 sq. ft. Greenhouses – 15,260 sq. ft. Total – 58, 260 sq. ft.
Emergency / Security Systems:	Yes (audio alarm)
Fire Alarm System and Signals	Yes
Voice Communication System	Yes
Other Fire Protection Systems	Fire Extinguishers, Fire Suppression System
Security Alarm System	No
Emergency Lighting	Yes
Power Generator(s)	Yes (3)
Main/Auxiliary Water Valves	Yes/Yes
Main/Auxiliary Gas Valves	Yes/Yes

**Occupant Information Sheet**

Primary Occupant Agency	US Department of Agriculture Agriculture Research Services
Secondary Occupant Agency	University of Arkansas Rice Research
Number of Federal Occupants	35
Number of Other Occupants	11
Total Occupants	46

**Appendix 1.11b**  
**SNARC Building Information Sheet**

Owner of Building	USDA ARS
Building Name	Harry K. Dupree Stuttgart National Aquaculture Research Center
Building No.	1
Address	2955 Hwy 130 E. Stuttgart, AR 72160
Year building completed	1992
Type of Construction	Metal Frame, Brick Siding, Concrete Floor, Flat Roof
Number of Floors	1
Entry Doors	8
Gross Floor Area	17,941 sq. ft.
Emergency / Security Systems:	Yes
Fire Alarm System and Signals	Yes
Voice Communication System	Yes
Other Fire Protection Systems	Fire Extinguishers, Fire Sprinkler System
Security Alarm System	Yes
Emergency Lighting	Yes
Power Generator(s)	Yes – For emergency lighting and fire/security system
Main/Auxiliary Water Valves	Yes
Main/Auxiliary Gas Valves	Yes

**Occupant Information Sheet**

Primary Occupant Agency	US Department of Agriculture Agriculture Research Services
Secondary Occupant Agency	
Number of Federal Occupants	21
Number of Other Occupants	1
Total Occupants	22

**Appendix 1.11c**  
**SNARC Building Information Sheet**

Owner of Building	USDA ARS
Building Name	Harry K. Dupree Stuttgart National Aquaculture Research Center
Building No.	1A
Address	2955 Hwy 130 E. Stuttgart, AR 72160
Year building completed	1964
Type of Construction	Block, Brick Siding, Concrete Floor, Shingle Roof
Number of Floors	1
Entry Doors	4
Gross Floor Area	3,740 sq. ft.
Emergency / Security Systems:	No
Fire Alarm System and Signals	No
Voice Communication System	Yes
Other Fire Protection Systems	Fire Extinguishers at each exit
Security Alarm System	No
Emergency Lighting	No
Power Generator(s)	Yes – (auxiliary power for fish life support)
Main/Auxiliary Water Valves	Yes
Main/Auxiliary Gas Valves	Yes

**Occupant Information Sheet**

Primary Occupant Agency	US Department of Agriculture Agriculture Research Services
Secondary Occupant Agency	
Number of Federal Occupants	2
Number of Other Occupants	0
Total Occupants	2

**Appendix 1.11d**  
**SNARC Building Information Sheet**

Owner of Building	USDA ARS
Building Name	Harry K. Dupree Stuttgart National Aquaculture Research Center
Building No.	2
Address	2955 Hwy 130 E. Stuttgart, AR 72160
Year building completed	1961
Type of Construction	Block, Brick Siding, Concrete Floor, Shingle Roof
Number of Floors	1
Entry Doors	4
Gross Floor Area	3,420 sq. ft.
Emergency / Security Systems:	No
Fire Alarm System and Signals	No
Voice Communication System	Yes
Other Fire Protection Systems	Fire Extinguishers at each exit
Security Alarm System	No
Emergency Lighting	No
Power Generator(s)	No
Main/Auxiliary Water Valves	Yes
Main/Auxiliary Gas Valves	Yes

**Occupant Information Sheet**

Primary Occupant Agency	US Department of Agriculture Agriculture Research Services
Secondary Occupant Agency	
Number of Federal Occupants	7
Number of Other Occupants	1
Total Occupants	8



**Appendix 1.11e**  
**ASRU Building Information Sheet**

Owner of Building	USDA ARS
Building Name	SJ Parker
Building No.	1
Address	1500 Oliver Road Pine Bluff, AR 71601
Year building completed	Est. 1970
Type of Construction	Block, Brick Siding, Concrete Floor, Shingle Roof
Number of Floors	1
Entry Doors	4
Gross Floor Area	2400 sq. ft.
Emergency / Security Systems	Yes
Fire Alarm System and Signals	Yes
Voice Communication System	Yes
Other Fire Protection Systems	Fire Extinguishers at various locations
Security Alarm System	Monitored by Univ. of Arkansas-Pine Bluff PD
Emergency Lighting	Yes
Power Generator(s)	No
Main/Auxiliary Water Valves	Yes
Main/Auxiliary Gas Valves	Yes

**Occupant Information Sheet**

Primary Occupant Agency	University of Arkansas – Pine Bluff Aquaculture and Fisheries Department
Secondary Occupant Agency	US Department of Agriculture Agriculture Research Services
Number of Federal Occupants	5
Number of Other Occupants	2
Total Occupants	7

**Appendix 1.11f**  
**ASRU Building Information Sheet**

Owner of Building	USDA ARS
Building Name	ARS Lab Trailer
Building No.	2
Address	3100 Oliver Road Pine Bluff, AR 71601
Year building completed	1970
Type of Construction	Manufactured Home
Number of Floors	1
Entry Doors	3
Gross Floor Area	1800 sq. ft.
Emergency / Security Systems:	Yes
Fire Alarm System and Signals	Yes
Voice Communication System	Yes
Other Fire Protection Systems	Fire extinguishers by main fire hazards and various other locations
Security Alarm System	Yes
Emergency Lighting	Yes
Power Generator(s)	No
Main/Auxiliary Water Valves	Yes
Main/Auxiliary Gas Valves	Yes

**Occupant Information Sheet**

Primary Occupant Agency	US Department of Agriculture Agriculture Research Services
Secondary Occupant Agency	
Number of Federal Occupants	1
Number of Other Occupants	0
Total Occupants	1

**Appendix 1.12**  
**Essential Personnel for COOP Plan**

**DB NRRC**

<b>Name</b>	<b>Title</b>	<b>Phone Number (1)</b>	<b>Phone Number (2)</b>
<b>Anna McClung</b>	<b>Center Director</b>	<b>870-672-9300</b>	<b>409-656-8621</b>
<b>Diana Morian</b>	<b>IT Specialist</b>	<b>870-673-4483</b>	<b>870-830-0100</b>
<b>Debbie Reynolds</b>	<b>Program Asst.</b>	<b>870-672-9300</b>	<b>870-674-4421</b>
<b>Cletus Patterson</b>	<b>Maintenance</b>	<b>870-672-9300</b>	<b>870-830-8203</b>
<b>David Gealy</b>	<b>Facilities Manager</b>	<b>870-672-9300</b>	<b>870-830-1072</b>
<b>Jeanie Gwathney</b>	<b>LAO</b>	<b>870-673-4483</b>	<b>870-673-4296</b>
<b>Joel Ledbetter</b>	<b>LSO</b>	<b>870-673-4483</b>	<b>870-830-4875</b>

**SNARC**

<b>Name</b>	<b>Title</b>	<b>Phone Number (1)</b>	<b>Phone Number (2)</b>
<b>Don Freeman</b>	<b>Location Coordinator</b>	<b>870-673-4483</b>	<b>501-834-3258</b>
<b>Diana Morian</b>	<b>IT Specialist</b>	<b>870-673-4483</b>	<b>870-830-0100</b>
<b>Jacque Synco</b>	<b>Program Asst.</b>	<b>870-673-4483</b>	<b>870-830-1967</b>
<b>Billy Shelton</b>	<b>Maintenance</b>	<b>870-673-4483</b>	<b>870-672-3196</b>
<b>Robert Ideker</b>	<b>Maintenance</b>	<b>870-673-4483</b>	<b>870-830-1867</b>
<b>Jeanie Gwathney</b>	<b>LAO</b>	<b>870-673-4483</b>	<b>870-673-4296</b>
<b>Joel Ledbetter</b>	<b>LSO</b>	<b>870-673-4483</b>	<b>870-830-4875</b>

**ASRU**

<b>Name</b>	<b>Title</b>	<b>Phone Number (1)</b>	<b>Phone Number (2)</b>
<b>Bart Green</b>	<b>Research Leader</b>	<b>870-575-8128</b>	<b>870-267-1975</b>
<b>Pending Appointment</b>	<b>Office Auto. Clerk</b>	<b>870-575-8158</b>	
<b>Diana Morian</b>	<b>IT Specialist</b>	<b>870-673-4483</b>	<b>870-830-0100</b>
<b>Jeanie Gwathney</b>	<b>LAO</b>	<b>870-673-4483</b>	<b>870-673-4296</b>
<b>Brittany Collins</b>	<b>CDSO</b>	<b>870-575-8178</b>	<b>870-489-8542</b>
<b>Joel Ledbetter</b>	<b>LSO</b>	<b>870-673-4483</b>	<b>870-830-4875</b>